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2. TITLE

1. IDENTIFICATION NUMBER

PROGRAM PROGRESS REPORT

DI-MGMT-80555

#### 3. DESCRIPTION / PURPOSE

3.1 The Program Progress Report provides the Government with the means to evaluate and monitor the progress made by the contractor of tasks in accomplishing the goals established for the program.

4. APPROVAL DATE (YYMMDD) 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

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6b. GIDEP APPLICABLE

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7 APPLICATION / INTERRELATIONSHIP

- 7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.
- 7.2 This DID is applicable when the monitoring of the progress of a program is required on a periodic basis.
- 7.3 This DID supersedes DI-E-5009A, DI-E-5038A, and DI-A-5023.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

96. AMSC NUMBER

G4365

### 10. PREPARATION INSTRUCTIONS

- 10.1 Format. The Program Progress Report shall be in contractor's format.
- 10.1.1 Title page. The title page shall contain the following:
- 10.1.1.1 <u>Title</u>. The title shall identify the subject of the report, program name, or task.
- 10.1.1.2 Name of contractor. The name of the contractor preparing the report.
- 10.1.1.3 Contract number. The procurement instrument identification number.
- 10.1.1.4 Key person. The individual assigned to the task or who produced the report.
- 10.1.1.5 Reporting Period. The dates the reporting period begins and ends.
- 10.1.2 Page size. The report shall be on 8 1/2 x 11 inch or metric size A4 paper and typewritten or otherwise duplicated in nonfading ink.
- 10.2 Content. The report shall contain the following:
- 10.2.1 Work summary. A brief summary of work performed during the reporting period providing positive or negative comments.

(Continued on page 2)

11. DISTRIBUTION STATEMENT

#### DT-MGMT- 80555

## Block 10, Preparation Instructions (Continued)

- 10.2.2 Schedule. A statement as to whether task or program is on schedule and if not, efforts planned to meet schedule shall be explained.
- 10.2.3 Studies. Discussion of all studies conducted during the reporting period and the results.
- 10.2.4 Experimental work/test procedures. An explanation of experimental work accomplished, description of test procedures applied (cite applicable military specification, paragraph number and test parameters), results of test and conclusions determined.
- 10.2.5 <u>Designs</u>. A description and illustration of all designs produced, along with required changes made to a previous design and a brief statement of any problems encountered.
- 10.2.6 Test equipment. Description, nomenclature and serial number of all test equipments used on the project including appropriate schematic or block diagrams.
- 10.2.6.1 List the serial number of all equipment(s) subjected to the testing.
- 10.2.6.2 Provide a brief description of all special test equipment designed or constructed for use on the project including appropriate schematic or block diagrams.
- 10.2.7 Test performed. Identification and description of all test(s) performed (cite applicable military specification, paragraph number, and test parameters).
- 10.2.7.1 Provide control settings of the test sample.
- 10.2.7.2 Resolutions of measurement equipment and range of input signals.
- 10.2.8 Failures. A brief explanation of any failures associated with test and appropriate, photographs, sketches, etc. to show failures, their causes or other unusual conditions.
- 10.2.9 Difficulties/problems. Describe any difficulties or problems encountered or which previously existed which could alter the progression of work along with recommendations of resolution.
- 10.2.10 Plan. Steps followed during execution of tasks.
- 10.2.11 Completion dates. Projected completion dates for each task.
- 10.2.12 Percentage. Percentage of task completed to date and percentage of allocated funds expended on tasks.
- 10.2.13 Additional information. Other information which may cause a significant change in the work schedule.

Form Approved OMB No. 0704-0188

2. TITLE

FUNDS AND MAN-HOUR EXPENDITURE REPORT

1. IDENTIFICATION NUMBER

DI-FNCL-80331

#### 3. DESCRIPTION/PURPOSE ·

3.1 This report provides Government visibility into contractor expenditures for labor, materials, travel and other contract charges. It tracks these expenditures against baseline values, and provides to-completion estimates.

4. APPROVAL DATE (YYMMDD) 5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) 6a. DTIC APPLICABLE 6b. GIDEP APPLICABLE 67213

### 7. APPLICATION / INTERRELATIONSHIP

- 7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
- 7.2 This DID is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) are not appropriate. It is not applicable on fixed-price contracts. It is acquired on a periodic basis.

(Continued on Page 2)

8. APPROVAL LIMITATION 9a. APPLICABLE FORMS 9b. AMSC NUMBER

G4079

### 10. PREPARATION INSTRUCTIONS

- 10.1 General. The Funds and Man-Hour Expenditure Report shall contain the following data:
  - a. A tabular listing of funding and man-hour expenditures inclusive of the reporting period compared to original baseline values, including to-completion estimates.
  - b. A graphical plot of planned versus actual funding expenditures.
  - c. A graphical plot of planned and actual percentage of work completed.
- 10.2 <u>Scope</u>. Each task, job-order, sub-task, or unit of work will be separately addressed. If schedule or milestone reporting is also a reporting requirement under the contract, the breakdown of work task elements should be consistent with that reporting.
- 10.3 Format and content. The report shall contain the following:
- 10.3.1 Funds and man-hour expenditure summary. This chart shall contain the following data elements (See Figure 1):
- 10.3.1.1 Original negotiated contract. A summary of all cost elements associated with the original negotiated contract. This is defined as the contractor's original cost proposal, as negotiated and accepted by the Government. It is that cost as it appears on the original contract document. Its elements shall contain that cost estimate breakdown by category (i.e., direct labor (Sr. Engineer, Jr. Engineer, draftsman, engineering shop, etc.), burden/overhead, material/parts, travel, subsistence, fringe, General and (Continued on Page 2)

11. DISTRIBUTION STATEMENT



## Block 7, Application/Interrelationship (Continued)

- 7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied.
- 7.4 This DID is related to DI-A-5016, Project Planning/Actual Progress Chart (Other than fixed price contracts), and DI-FNCL-80003, Man-Hour Expenditure Chart.
- 7.5 This DID supersedes DI-A-5001B, DI-A-5003F and U-A-5595.

## Block 10. Preparation Instructions (Continued)

Administrative (G & A) fee, outstanding commitments, etc.), as provided in the accepted proposal. Items and amounts specified in this entry shall remain constant on successive reports during the term of the contract.

- 10.3.1.2 <u>Latest negotiated contract changes</u>. A summary of the latest negotiated contract changes. It shall be a recapitulation of the 10.3.1.1 data elements reflecting all subsequent changes resulting from contract modifications. Breakdown by category shall be as provided in 10.3.1.1 unless altered by a contract modification. Indicate "none" if revised proposals have no effect.
- 10.3.1.3 Reporting period expenditures. Expenditure data for the current reporting period for the work task categories used in 10.3.1.1 or 10.3.1.2 (as applicable), and covering man hours, funds, and the change (new orders minus fulfilled orders) in outstanding commitments.
- 10.3.1.4 <u>Cumulative expenditure to date</u>. <u>Cumulative man hour, funds and outstanding commitments expenditure data through the current reporting period for the work task categories used in 10.3.1.1 and 10.3.1.2 (as applicable). Additionally, show the cumulative costs as a percentage of the 10.3.1.1. or 10.3.1.2 costs.</u>
- 10.3.1.5 Estimated cost-to-complete. The estimated costs required to complete the work task from the reporting date to the date of completion. This estimate shall be defined by categories as they appear in 10.3.1.1 or 10.3.1.2. All estimates shall be justified.
- 10.3.1.6 <u>Latest cost estimate</u>. An estimate of the final total cost at completion of the work effort. This is derived from 10.3.1.4 and 10.3.1.5. Deviations between the original contract and/or latest negotiated contract change shall be justified/explained in footnote remarks.
- 10.3.2 Funds expenditure graph. A funds expenditure graph shall be included. The graph shall be reproducible to enable periodic changes reflecting current contract funding status to be entered. The graph shall portray, on a periodic basis, the planned versus actual total dollar expenditures and the percentage of the total contract dollars that the expenditure represents (See Figure 2).

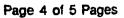
Page 2 of 5 Pages

Block 10. Preparation Instructions (Continued)

10.3.3 Work completed graph. A work completed graph shall be included that reflects the percentage of work completed by the contractor through the current reporting period. The graph shall plot actual completion versus planned completion, and shall be maintained current and be fully legible and reproducible (See Figure 3).

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FIGURE 1. Sample funds and man hour expenditure summary



# FUNDS EXPENDITURE AND WORK COMPLETED GRAPHS

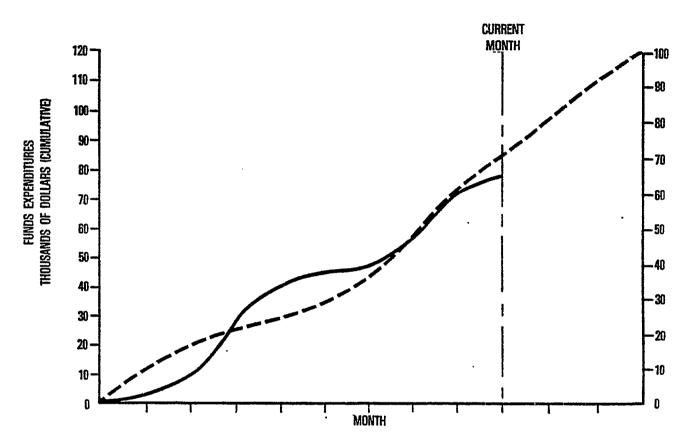


FIGURE 2. Funds expenditure graph

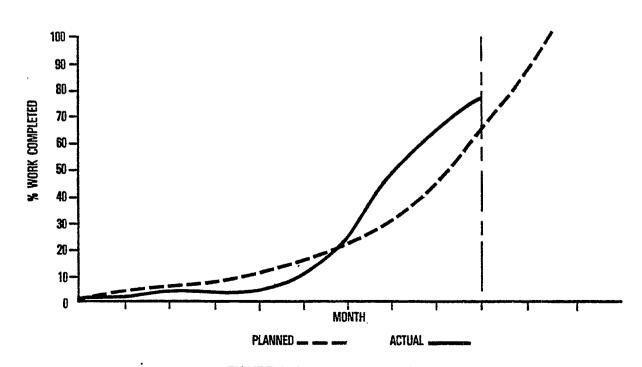


FIGURE 3. Percent work completed graph

Form Approved OMB No. 0704-0188

2. TITLE

STATUS REPORT

1. IDENTIFICATION NUMBER DT-MGMT- 80368

#### 3. DESCRIPTION / PURPOSE

3.1 The Status Report documents the status of contractor effort towards achieving contract objectives. It identifies accomplishments to date and difficulties encountered, and compares the status achieved to planned goals and the resources expended. It is used by the Government to monitor and evaluate contractor performance.

4. APPROVAL DATE (YYMMDD) 870608

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

G/T213

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION / INTERRELATIONSHIP

- 7.1 This data item description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
- 7.2 It is not intended that all the requirements herein should be applied to every program. Portions of this DID are subject to tailoring by deletion depending on the (Continued on Page 2) specific status reporting requirements of the project.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

G4130

10. PREPARATION INSTRUCTIONS

- 10.1 Format. The Status Report may be in contractor format.
- 10.1.1 <u>Identification</u>. The data indicated below shall be contained on a title page or on the first page of the report.
  - a. Title/identification of the system/component/program/project.
  - b. Type of report (e.g., monthly, interim, final).c. Period covered by the report.d. Contract number.

  - e. Preparing activity or contractor's title.
  - f. Security classification, when required.
  - g. Distribution Statement
- The report shall be on 8 1/2 by 11 inch (metric A4) paper. 10.1.2 Page size.
- 10.2 Content. The report shall contain the following:
- The summary shall include a brief statement of the overall project status, covering the accomplished technical activities and development, objectives of efforts, summary results of efforts, identification of major problems/deficiencies with impact, and recommended solutions.
- 10.2.2 Body of report. The Status Report shall contain the following items, where (Continued on Page 2) applicable:
- 11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.



DD Form 1664, JUN 86

Previous editions are obsolete.

PAGE 1 OF 3 PAGES

## Block 7, Application/Interrelationship (Continued)

- 7.3 This DID is related to DI-FNCL-80331, Funds and Man-Hour Expenditure Report which can be used in conjunction with this report if Block 10 paragraph 10.2.2.3 below is deleted.
- 7.4 This data item description supersedes DI-A-5004A, DI-A-5008A, DI-A-5028, and DI-E-5039B.

# Block 10, Preparation Instructions (Continued)

- 10.2.2.1 <u>Milestone/task status</u>. The status of each milestone/task as defined by the statement of work or contract, as applicable:
- a. A statement as to whether or not the program/project/task is on schedule; if not, the effort planned to meet the schedule shall be indicated. Include an overall status of each milestone, task, or unit of work. Include updated schedule sheets, milestone charts, or task synopsis sheets identifying phase of task and percentage of completion of each task, technical instruction, or order.
- b. A comparison of achieved end-product performance capabilities projected against contract baseline values, requirements, or allocations.
- c. Effort expended on each task to date, and a brief description of technical developments and accomplishments.
- d. Key dates in any testing program and a description of tests performed and significant test results. If applicable, a description of the amount and type of down time on the equipment or system under test.
- e. A list of all designs completed and a brief description of each item. For designs in process, provide estimated dates for design and drawing completion.
- f. A narrative of outstanding problems existing as of the previous status report, and their resolution status.
- g. New problem areas encountered or anticipated, their effect on the overall work effort/project, and steps being taken to remedy problem situations.
- h. Significant results of conferences, trips, or directives from the Contracting officer's representatives.
- i. Any other information which may cause significant changes in the program schedule.
- 10.2.2.2 <u>Future plans</u>. Summary of future plans, recommendations and proposals both for the next reporting period and for any long term plans.
- 10.2.2.3 Itemized man-hours and costs. Itemized man-hour and cost expenditure incurred for the reporting period by category and task, total contractual expenditures, and funds remaining as of the reporting date.

Page 2 of 3 Pages

## DI-HCTT-80368

- Block 10, Preparation Instructions (Continued)
- 10.2.2.4 Contract deliveries status. The status of each deliverable end item, including data deliveries, as required by the contract. Provide item and contract identification, shipping/transmittal data, acceptance status, security classification, and scheduled due date information.
- 10.2.2.5 Report preparer. Name of person(s) preparing report and telephone number(s).
- 10.2.3 Appendices. Appendices, where applicable, for tables, references, charts, or other descriptive material. Each appendix shall be identified and referenced in the appropriate area of the report.

Page 3 of 3 Pages

4.9 SECTION SHIPTING ACTIVE 1809 ... TELEPIY/MIPS

Form Approved OMB No. 0704-0188

TITLE

1. IDENTIFICATION NUMBER

DI-ILSS-80521

# Material Status Report

3: DESCRIPTION / PURPOSE

3.1 The Material Status Report provides status of requisitions of part numbered items. The data is used by logistics personnel to monitor material status at operating sites.

4 APPROVAL DATE   5 OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a DTIC REQUIRED	6b. GIDEP REQUIRED
--	------------------	--------------------

- 7 APPLICATION / INTERRELATIONSHIP
- 7.1 This Data Item Description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
- 7.2 The Material Status Report is applicable to operating and maintenance contracts where a contractor processes part number requisitions.

8 APPROVAL LIMITATION 9a APPLICABLE FORMS 9b. AMSC NUMBER F4310

### PREPARATION INSTRUCTIONS

- 10.1 Format: The report shall be a computer listing in contractor format.
- 10.2 Content: The report shall provide the following information:
- 10.2.1 Procurement.
- 10.2.1.1 Nomenclature, requisition number, part number, quantity, unit of issue, date requisition received, date order placed with vendor, purchase order number, date material shipped, date receipt processed, and unit price.
- 10.2.3 Repair action.
- 10.2.3.1 Date material turned in, date material received at repair agency, name and address of repair agency, cost of repair, date material shipped from repair agency, and date material received.

DISTRIBUTION STATEMENT

Form Approved OMB No. 0704-0188

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2. IDENTIFICATION NUMBER

INSPECTION AND TEST PLAN

DI-QCIC-81110

3. DESCRIPTION / PURPOSE

3.1 The plan will document the details of the inspection system, tests, and inspections to be performed on the product being procured. It will provide evidence of the contractor's methods for complying with the inspection aspects of the contract and applicable specifications to substantiate product conformance.

4. APPROVAL DATE (YYMMDD)

7. APPLICATION/INTERRELATIONSHIP

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

901219 N/AIR-5162

- 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.
- 7.2 This DID supersedes UDI-R-21375A and DI-R-4803.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

N6110

REPARATION INSTRUCTIONS

- 10.1 Format. Contractor format is authorized.
- 10.2 <u>Content</u>. The plan shall contain a description of the inspection system, the responsibility and authority of each functional element plus other documentation prepared to implement the inspection program, including:
- a. Control of source inspection, subcontractor inspection, and all incoming supplies and services.
- b. Training and indoctrination to assure that personnel have skills required for assuring product quality.
- c. Control of special environments, processes, calibrations, materials, work flow, and functional areas to achieve program objectives.
- d. Control and documentation evaluations, product quality audits, instructions, special instructions, reports, and accept-reject criteria.
- e. Control and inspection of parts, assemblies, nonconforming material, tolerance limits tests and test equipment.

(Continued on Page 2)

DISTRIBUTION STATEMENT

# Block 10. PREPARATION INSTRUCTIONS (Continued)

- 10.3 <u>Policies</u>. The plan shall define policies which are necessary to comply with the inspection requirements and provisions of the contract and applicable specification.
- 10.4 Flowcharts. Flow charts shall be included to show flow of materials and identify tests and inspections from receipt through all manufacturing processes, tests, and inspections to final shipment. References shall be shown to identify processes and inspection procedures, and to differentiate between in plant inspections and subcontracted inspections for subassemblies and assemblies.

Form Approved OMB No. 0704-0188

1. TITLE

2. IDENTIFICATION NUMBER

TEST PROCEDURE

DI-NDTI-80603

3. DESCRIPTION / PURPOSE

3.1 The test procedure identifies the step-by-step testing operations to be performed on items under going developmental, qualification, or acceptance testing. It identifies items to be tested, the test equipment and support required, the test conditions to be imposed, the parameters to be measured, and the pass/fail criteria against which the test results (continued on page 2)

4. APPROVAL DATE (YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE 6b. GIDEP APPLICABLE

880601

G/T2137

7. APPLICATION / INTERRELATIONSHIP

- 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirements as delineated in the contract.
- 7.2 This DID is applicable to contracts requiring tests to be performed for the purpose of developmental or environmental evaluation, acceptance testing, and item qualification testing.

This DID supersedes DI-T-5248 and DI-T-5301

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

G4428

### 10. PREPARATION INSTRUCTIONS

- 10.1 Format Requirements. The test procedure shall be in the contractor's format on 8 1/2 x 11 inch paper. It shall be bound in such a manner that pages may be removed or inserted without damage or mutilation.
- 10.2 Content requirements. The test procedure shall contain the following:
- 10.2.1 Front matter.
- 10.2.1.1 Cover and title page. The following information shall be included on the cover and title page:
  - Date of issue. a.
  - b. Revision date (If applicable).
  - Procedure document identification number.
  - Contract number. d.
  - Contractor's name and address. e.
  - Type of procedure, including purpose (e.g., first article test, developmental evaluation, qualification, environmental (specify), acceptance, or other).
  - Identification of the system, subsystem, or equipment to q. be tested.
  - Security classification (if applicable)

(continued on page 2)

## 11. DISTRIBUTION STATEMENT

### Block 3. DESCRIPTION/PURPOSE

will be measured. The document is a compilation of individual test procedures for related elements of a system, subsystem, or equipment.

## Block 10. PREPARATION INSTRUCTIONS (continued)

- 10.2.1.2 Record of changes. A record of change pages shall be included to provide for tracking of changes to the test procedures.
- 10.2.1.3 <u>Table of contents</u>. A table of contents is required when more than one test procedure is included in the test procedures document. It shall identify the page location of each procedure number, procedure title, and related equipment nomenclature.
- 10.2.2 Body of document. For each test procedure, the following information is required:
- 10.2.2.1 <u>Procedure number</u>. Each procedure shall have an unique number assigned to it.
- 10.2.2.2 <u>Title of procedure</u>. The title should relate to the purpose of the test.
- 10.2.2.3 <u>Introduction</u>. The following shall be addressed in the introduction:
- 10.2.2.3.1 <u>Purpose of test</u>. (As specified in the contract tasking document.)
- 10.2.2.3.2 System, subsystem, or equipment to be tested. The following identification information shall be provided:
  - a. Nomenclature
  - b. Model or part number.
  - c. Type of test item (prototype, production item, laboratory model, etc.)
  - d. Applicable specification.
- 10.2.2.3.3 <u>Test requirements</u>. Includes the following, each related to the prescribing contract requirement paragraph (specification, standard, plan, or work statement).
  - a. Required tests, and parameters to be measured.
  - b. Performance requirements, acceptance or compliance limits, and environmental criteria.
- 10.2.2.3.4 Referenced documents. A list by title, number, date, and source of those documents cited in the test procedure.

Page 2 of 3 Pages

### Block 10. PREPARATION INSTRUCTIONS

- 10.2.2.4 Required test equipment. Includes the following for each piece of test equipment required to perform the procedure:
  - Nomenclature. a.
  - Use of test equipment. b.
  - Model Number (if applicable).

  - d. Manufacturer (if mandatory).e. Accuracy and calibration requirements.
  - Range or spectrum of measurements required.
- 10.2.2.5 Table of tests. This table lists each test performed under the procedure in the sequence it is to be performed, identified to the procedure paragraph and the related specification/contract requirement.
- The following shall be included for 10.2.2.6 Step-by-step procedure. each step of the test procedure:
  - Test set-up diagrams, including test equipment connections.
  - Input and output instrumentation points.
  - Test item operating limits and test conditions to be imposed.
  - Performance parameters to be measured.
  - Step-by-step operations to obtain the required data. e.
  - Caution and safety warnings as appropriate.
- 10.2.2.7 Data sheets. Data sheets shall be included with the procedure, or be separately attached at the end of all procedures. They shall provide for:
  - Identification of item tested, including model and serial numbers.
  - Recording of test measurements. b.
  - Identification of required or objective performance values, with tolerances.
  - Identification of applicable procedure paragraph. d.
  - Date of test. e.
  - Signature of technician or inspector performing the tests. f.
- 10.2.2.8 Support requirements. Any special support requirements would be included in this section, such as:
  - Use of special facilities or test ranges.
  - Personnel requirements (numbers, types, qualifications). b.
  - Unusual electrical, hydraulic, pneumatic, etc. requirements. c.
  - Support equipment requirements. d.

Form Approved OMB No. 0704-0188

1 TITLE

2. IDENTIFICATION NUMBER

Certification/Data Report

DI-MISC-80678

#### 3. DESCRIPTION / PURPOSE

3.1 Certification data is required to verify that specific qualifications have been obtained, tests have been performed, parts/assemblies/equipments/systems have been installed. tested, inspected and are ready for operation; that personnel have specific qualifications to perform assignments/operations/inspections; or to certify identicality, interchangeability, (Continued on page 2.)

4. APPROVAL DATE 880912

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SEA 5523

68. DTIC APPLICABLE 66. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

- 7.1 Certification may be required for a single event/operation, or may be required for a specified time period, or certification may be required on a continuing basis with periodic re-certification or updating of the original certification.
- 7.2 The technical content requirements for this item shall be specified in the contract. When this DID is applied to contracts acquiring items via a military specification prepared in accordance with MIL-STD-961, the necessary detailed technical requirements shall be (Continued on page 2.)

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

95 AMSC NUMBER

N4533

#### 10. PREPARATION INSTRUCTIONS

- 10.1 Format. The report shall be typewritten in narrative format on the contractor's form. The report shall cover the type of certification specified in Block 3, "Subtitle," of the CDRL, DD Form 1423.
- 10.2 Content. The report shall contain the contract number and data item sequence number, and shall contain a statement that specifically identifies the purpose and applicability of this certification.
- 10.2.1 Certification of completion. Certification that tests have been performed, inspections made, parts/assemblies/equipments/systems have been installed, tested, inspected, and area ready for operation, or that specific qualifications have been obtained shall provide objective evidence in support of the certification. Objective evidence may include such items as spectographs, radiographs, material sampling, analysis, inspection and testing reports, or any other necessary documentation.
- 10.2.2 Certification of personnel. Certifications that personnel have specific qualifications shall be supported by licenses, permits, tests, statements of competency, or other documentation. The specific capabilities to perform an assignment, inspection, or other operations shall be stated in the certification.
- 10.2.3 Certification of data reviews. Certifications that documentation/data has been reviewed shall contain a statement of the "depth" of the examination and the results thereof. If the documentation being reviewed cannot be certified, the report shall so state and shall list the reasons, i.e., deficiencies, conflicting data, etc.

(Continued on page 2.)

11. DISTRIBUTION STATEMENT

#### Block 3, Description/Purpose (Continued)

compatibility, reliability, or completeness of documentation being prepared or reviewed by a contractor. The technical effort involved will be the result of equipment/procurement specification requirements.

### Block 7, Application/Interrelationship (Continued)

prepared as an appendix to the military specification entitled "Certification Data/Report Technical Content Requirements." The appropriate paragraph in block 10 herein, i.e., 10.3.1 or 10.3.2 shall be specified on the DD Form 1423, Contract Data Requirements List (CDRL).

7.3 This DID supersedes UDI-A-23264B.

Block 10, Preparation Instructions (Continued)

10.2.4 <u>Certification of compliance</u>. Certification of compliance to specific specification requirements shall be a statement to the effect that the contractor has complied.

#### 10.3 <u>Technical content</u>.

- 10.3.1 The technical content shall be in accordance with the appendix entitled "Certification Data/Report Technical Content Requirements," contained in the applicable military specification as stated in the DD Form 1423, Contract Data Requirements List.
- 10.3.2 The technical content shall be as specified on the DD Form 1423, Contract Data Requirements List.
- 10.4 <u>Supplemental information</u>. Additional specific material, drawings, sketches, photographs, etc., in support of these certifications shall be as defined in the DD Form 1423.
- 10.5 <u>Signature</u>. The certification report shall be signed by the contractor's authorized representative responsible for insuring that the equipment being delivered/service being performed is in accordance with contract requirements.

Form Approved OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, Va 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188) Washington, DC 20503.

1. TITLE 2. IDENTIFICATION NUMBER

### PRODUCT DRAWINGS AND ASSOCIATED LISTS

DI-DRPR-81000A

- 3. DESCRIPTION/PURPOSE
- 3.1 Product Drawings and Associated Lists provide engineering data to support competitive procurement and maintenance for items interchangeable with the original items. These drawings represent the highest level of design disclosure.

4. APPROVAL DATE 970521	5. OFFICE OF PRIMARY RESPONSIBILITY(OPR)	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
	AR		

- 7. APPLICATION/INTERRELATIONSHIP
- 7.1 This Data Item Description (DID) contains the format and content preparation instructions for Product Drawings and Associated Lists resulting from the work task described in 3.6.3 of MIL-DTL-31000A.
- 7.2 This DID is applicable to acquisitions of military systems, equipment, and components. It is intended for acquiring drawings and associated lists at the end of the Engineering and Manufacturing Development Phase and during subsequent phases of the DoD materiel life-cycle.

(Continued on page 2)

8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER
		D7274

- 10. PREPARATION INSTRUCTIONS
- 10.1 <u>Reference Documents.</u> The applicable issue of documents cited herein, including their approval dates and the dates of applicable amendments, notices, and revisions, shall be as cited in the contract.
- 10.2 <u>General.</u> Product drawings and associated lists shall meet the requirements of MIL-DTL-31000A. Product Drawings and Associated Lists shall provide the design disclosure information necessary to enable a manufacturer of similar products at the same or similar state of the art to produce and maintain quality control of items(s) so that the resulting physical and functional characteristics duplicate those of the specified item. These drawings shall:
  - a. Reflect the end-product at its current level of design maturity.
  - b. Provide the engineering data for Logistics Support products.
  - c. Provide the necessary data to permit competitive acquisition of items identical to the original item(s).

(Continued on page 2)

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

**DD FORM 1664, APR 89 (EF-V1)** 

Previous editions are obsolete.

Page\_1\_ of \_3\_pages

### Block 7, Application/Interrelationship (continued)

- 7.3 It is not intended that all the requirements contained herein should be applied to every program. This DID should be tailored to the minimum data requirements of the applicable contract or purchase order.
- 7.4 This DID supersedes DI-DRPR-81000, which superseded DI-E-7031 and DI-CMAN-80779.
- 7.5 This DID is related to DI-DRPR-81001A, DI-DRPR-81002A, and DI-DRPR-81003A.
- 7.6 A purchased item, as defined by ASME Y14.24M, an item which is sold or traded in the course of conducting normal business operations, is used by commercial industry, or is a specialized version of a supplier's general product line which he routinely customizes. Purchased items as used herein have also been referred to as vendor items or vendor-developed items.

#### Block 10, Preparation Instructions (Continued)

10.3 <u>Format.</u> Product Drawings and Associated Lists shall be in either the contractor's format or Government's format as specified on the Selection Work Sheet incorporated into the contract or purchase order.

10.4 <u>Content.</u> Product Drawings and Associated Lists shall conform to the requirements of ASME Y14.100M, ASME Y14.34M and, where DoD peculiar requirements must be met, MIL-STD-100. They shall document directly or by reference the following, as applicable:

- a. Details of unique processes, i.e. not published or generally available to industry, when essential to design and manufacture.
  - b. Performance ratings.
  - c. Dimensional and tolerance data.
  - d. Critical manufacturing processes and assembly sequences.
  - e. Toleranced input and output characteristics.
  - f. Diagrams.
  - g. Mechanical and electrical connections.
  - h. Physical characteristics, including form, finishes, and protective coatings.
  - i. Details of material identification, including material condition, and mandatory treatments and coatings.
  - j. Inspection, test and evaluation criteria.
  - k. Equipment calibration requirements.
  - 1. Quality assurance requirements.
  - m. Hardware marking requirements.

Page <u>2</u> of <u>3</u> pages

### Block 10, Preparation Instructions (Continued)

- n. Requirements for reliability, maintainability, environmental conditioning, shock and vibration testing and other operational or functional tests.
  - o. Vendor substantiation data when required by the contract or purchase order.
- p. Requirements for programming software into devices or assemblies including a description of the input media and the procedures for validating that the software has been installed correctly.
  - q. Special consideration items and processes.
- 10.5 <u>Item definition</u>. All parameters required to define each unit, assembly, subassembly, part or material shall be presented on the applicable drawing. This includes data such as:
- a. All necessary mechanical dimensions to fully define fabrication, acceptance, interface or installation of the item depicted.
- b. All necessary electrical parameters to fully define fabrication, acceptance, interface or installation of the item depicted.
- c. All other necessary physical parameters to fully define fabrication, acceptance, interface or installation of the item depicted, i.e., weight, pressure, viscosity, etc.
- d. All necessary environmental conditions which units, assemblies, subassemblies, parts and materials must meet to perform effectively in the end item, such that the end item will meet its specification requirements.
- 10.6 <u>CAGE</u> code and document numbers. Product Drawings and Associated Lists shall be identified with the contractor's CAGE code and contractor document numbers or with a Government CAGE code and document numbers as specified in the Selection Work Sheet incorporated in the contract or purchase order.
- 10.7 <u>Selection of drawings</u>. The types of drawings required will vary according to the complexity of the contract end item. The Selection Work Sheet incorporated in the contract or purchase order will specify whether the contractor or the Government is responsible for selecting the types of drawings and lists.
- 10.7.1 <u>Vendor item control drawings</u>. Vendor item control drawings shall be used to specify the requirements for purchased items (see 7.6) when such items have been approved for use in the design and are used without alteration, selection or source qualification (testing of an item prior to procurement action to ensure that it satisfies the specified requirements).
- 10.7.2 <u>Source control drawings</u>. Source control drawings shall be used to specify the requirements for purchased items (see 7.6) only when such items have been approved for use in the design and:
  - a. the item is for a critical application and
  - b. the requirements can be met by an item from one or more sources and
- c. the application required source qualification (testing of an item prior to procurement action to ensure that it satisfies the specified requirements).
- 10.7.3 <u>Standard Microcircuit Drawings</u>. Standard Microcircuit Drawings (MIL-HDBK-780) shall be used to specify the requirements of microcircuits.

Page 3 of 3 pages

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including suggestions for reducing the burde Highway, Suite 1204, Arlington, VA 22202- collection of information if it does not display	n, to Department of Defense, Washingt 1302. Respondents should be aware th a currently valid OMB control number.	on Headquarters Services, Directora at notwithstanding any other provisic PLEASE DO NOT RETURN YOUR F	nte for Information Operations and Rep on of law, no person shall be subject to FORM TO THE ABOVE ADDRESS.	orts (0704-0188), 1215 Jefferson Davis any penalty for failing to comply with a	
1. TITLE			2. IDENTIFICATION NU	2. IDENTIFICATION NUMBER	
Scientific and Technical Repo	orts		DI-MISC-80711A	DI-MISC-80711A	
3. DESCRIPTION/PURPOSE 3.1 Scientific and Technical Figure development, test and evaluat Scientific and Technical Repsubsystem or of technical prol	ion (RDT&E) on an assign orts, may be definitive for the state of the	ed task(s) to the analytic	al, scientific, technical and	d management community.	
4. APPROVAL DATE (YYYYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)		6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE	
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discrete task requirement as d 7.2 This DID is applicable to 7.3 This DID supersedes UDI 7.4 Defense Technical Inform	the elements, organization -S-23272C, DI-S-4057, DI	-S-3591Å, and DI-MISĈ John J. Kingman Rd., S	C-80711. te. 0944, Ft. Belvoir, VA		
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS		9b. AMSC NUMBER	
		SF 298		L7382	
10. PREPARATION INSTRUCTION INSTRUCTION IN Reference document. The applicable amendements, noting 10.2 Document format shall be and Design. 10.3 Document content shall be acceptable for release. If mark been cleared for public release.	e applicable issue of the do ces, and revisions, shall be e in accordance with ANS be clearly written, describe and unclassified, unlimited,	as specified in the contra I/NISO Z39.18 Scientific accomplishments and of they should be accompa	act. and Technical Reports her facts adequately with	Elements, Organization, no technical errors, and be	

## 11. DISTRIBUTION STATEMENT

Distribution Statement A: Approved for public release; distribution is unlimited.

Form Approved OMB No 0704-0188

TITLE

2 IDENTIFICATION NUMBER

Training Materials

DI-ILSS-80872

#### 3 DESCRIPTION/PURPOSE

3.1 Provides the minimum materials required to support a military services training program on the end item equipment.

4 APPROVAL DATE	5 OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a DTIC APPLICABLE	66 GIDEP APPL CABLE
(YYMMDD)			
890629	S/DPSC-RST		

1 APPLICATION / INTERRELATIONSHIP

7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

8 APPROVAL LIMITATION	98 APPLICABLE FORMS	96 AMSC NUMBER
		S4775

#### PREPARATION INSTRUCTIONS

- 10.1 General. The training materials shall be suitable for application in a self paced, self directed format. The materials shall contain sufficient written or audio-visual instructions to guide students through all specified didactic and hands-on training without a need for instruction lectures and with a minimum requirement for instructor interface with students. Existing manufacturer's training and service manuals can be used in so far as they meet specified requirements. The role of the instructor will be to observe and evaluate student progress, to answer questions, provide supplemental training when necessary, and to insert training malfunctions into the equipment. The training materials should be for students with prerequisite knowledge of electronics theory, use of general electronic test equipment, and a basic knowledge of hand tools.
- 10.1.1 Format. The materials provided shall be in the contractor's own format. However, each text shall include a table of contents. This shall include a listing of all major subjects and the page number on which they appear.
- 10.2 <u>Contents</u>. The training materials shall consist of a programmed text, instructor guidance and supplemental written and audio-visual material used to support a training program. All instruction, information, and schematics shall be in the English language and use standard symbology.

Continued on Page 2

11 DISTRIBUTION STATEMENT

## Block 10, Preparation Instructions (Continued)

- 10.2.1 Programmed Text. The programmed text shall be designed to guide the student through the clinical application, operation, inspection, adjustment, troubleshooting, and repair of the equipment. The programmed text shall be divided into the sections listed below. Each section, except as noted, shall include at the end a written or practical exercise to evaluate student understanding of information provided in that section. Each section may refer the student to other supplemental written or audiovisual material (transparencies, 35mm slides, charts, or VHS format video cassettes), which shall be included in the package. The following lists the requirements for each section. Additional sections and material can be added.
- 10.2.1.1 <u>Required Material</u>. This section shall list all equipment and material required by the student to complete the programmed text, including test equipment, audio-visual material, tools, supplies, and simulators. No student exercise is required.
- 10.2.1.2 <u>Clinical Application</u>. This section shall give a detailed explanation of the equipment's diagnostic or therapeutic use in the medical environment. The purpose of this section is to give the student sufficient background information on medical applications and terminology associated with the equipment to communicate with medical personnel using it. This section may be combined with the following section.
- 10.2.1.3 Operating Procedures. This section shall guide the student step-by-step through the hands-on operation of the equipment from start-up to shut-down. The instructions will be sufficiently detailed to allow the student to operate and evaluate performance of all operator accessible controls and functions. It shall also include sufficient information for interfacing the equipment with the patient or simulators for routine use, as applicable. Before the student is instructed to operate the equipment, all safety precautions to prevent injury or equipment damage shall be clearly explained. The purpose of this section is to give the student sufficient information to operate the unit and conduct in-service user training classes.
- 10.2.1.4 <u>Routine Inspection</u>. This section shall guide the student step-by-step through routine inspection of the unit to assure proper and safe operation. Inspection shall be listed in a checklist format, followed with detailed information if needed. This section should include:
  - (1) Daily user maintenance or performance checks.
- (2) Monthly or annual preventive maintenance inspection to include inspection of components subject to wear, routine servicing requirements such as lubrication or filter changes, safety inspection, tolerance, and frequency of inspection.

- Block 10, Preparation Instructions (Continued)
- 10.2.1.5 <u>Calibration</u>. This section shall list all adjustments and calibrations required to assure accurate and safe operation of the equipment, including frequency and tolerances. This shall include user daily calibration, periodic calibration, and calibration/adjustments required to bring the unit back into specifications. All test equipment and simulators required to perform these calibrations or adjustments shall be listed.
- 10.2.1.6 <u>Troubleshooting</u>. This section will explain in detail how all functions of the system operate, including detailed circuit theory. In the course of explaining theory of operation, significant waveforms and voltages will be shown in the text as well as proper equipment hookup to measure these. A troubleshooting guideline shall be given to help the student locate common problems. Warnings shall clearly be listed when improper test equipment hookup might cause personal injury or damage to equipment.
- 10.2.1.7 Repair. This section shall show the student how to repair high failure parts (including malfunctions inserted by instructor) remove equipment covers/access panels, disassemble major systems, and reassemble. Warnings shall clearly be stated if injury or equipment damage can be caused by improper disassembly (e.g.: counter balances). Specialized tools required shall be listed.
- 10.2.2 <u>Instructor Guidance</u>. Guidance for instructors to use in applying the programmed text shall be provided under separate cover. The guidance shall include:
  - (1) Answers to all student exercise.
- (2) Descriptions of points in the programmed text where instructor involvement, observation, or action is necessary or recommended to insure safety or verify student performance.
- (3) Instructional Malfunctions consisting of a listing of various equipment malfunctions to be introduced by the instructor and diagnosed and repaired by the student. A minimum of five malfunctions is required for each separately identifiable system or circuit. The malfunctions should approximate as nearly as possible, problems likely to occur, and may consist of a combination of system maladjustments and bad components. A listing of malfunctions will be given which shall include:
  - a. Action required by instructor to install malfunction; exact component to replace or maladjustment to make.
  - b. Description of symptom caused by malfunction.
  - c. Test equipment and tools required to detect the malfunction.
  - d. Suggested allowable time for student to diagnose malfunction.
  - e. Availability and cost of bad components to be used as malfunctions.

Form Approved OMB No. 0704-0188

2 TITLE

1. IDENTIFICATION NUMBER

STATUS OF GOVERNMENT FURNISHED EQUIPMENT (GFE) REPORT

DI-MGMT-80269

### 3. DESCRIPTION/PURPOSE

- 3.1 This report describes status and supply condition data about Government Furnished Equipment (GFE) which the contractor has received under the contract.
- 3.2 This report will be used to review the condition, installation and effectiveness of the GFE.

4. APPROVAL DATE (YYMMDD)

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

6a. DTIC APPLICABLE | 6b. GIDEP APPLICABLE

861229

M/LMA

#### 7. APPLICATION/INTERRELATIONSHIP

- 7.1 This Data Item Description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.
- 7.2 This DID is applicable to contracts in which GFE has been provided to the contractor in support of the contract.
- 7.3 This DID supersedes UDI-P-25581.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER

M4007

### 10 PREPARATION INSTRUCTIONS

- 10.1 FORMAT. The report shall be in contractor format.
- 10.2 CONTENT. The report shall contain the following information:
- 10.2.1 Contract Number.
- 10.2.2 List of Government Furnished Equipment by Nomenclature.
- 10.2.3 National Stock Number of each equipment.
- 10.2.4 Serial Number of each equipment.
- 10.2.5 Quantity of each equipment.
- 10.2.6 Condition of each equipment, in accordance with the equipment condition status listed below:
- Serviceable Usable Without Qualification. New, used, repaired, or reconditioned equipment which is serviceable and usable without limitation or restriction.

(Continued on Page 2)

### 11. DISTRIBUTION STATEMENT

## 10. PREPARATION INSTRUCTIONS (contd)

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- b. Serviceable Usable With Qualification. New, used, repaired, or reconditioned equipment which is serviceable and useable for its intended purpose but which is restricted from issue to specific units, activities, or Geographical areas by reason of its limited usefulness or short service-life expectancy.
- c. <u>Serviceable Test/Modification</u>. Serviceable equipment which requires test, alteration, modification, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue.
- d. <u>Unserviceable Reparable</u>. Economically reparable equipment which requires repair, overhauls, or reconditioning.
- e. Unserviceable Incomplete. Equipment requiring additional parts or components to complete the end item prior to issue.
- f. Unserviceable Condemned. Equipment which has been determined to be unserviceable and can not be repaired.
- g. Unserviceable Reclamation. Equipment determined to be unserviceable, uneconomically reparable as a result of physical inspection, tear down, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
- 10.2.7 Status of use of the Government Furnished Equipment.
- 10.2.8 Solutions of problems relating to 10.2.6 and 10.2.7 above.
- 10.2.9 Request for assistance for repair of the GFE, as necessary.